

Office of the Secretary of State of Washington  
Library – Archives Building – RFQ for Predesign & Siting  
Project # 2016-175

Consultant - Questions & Answers

1. We are trying to get a clarification on the page count limitation for the subject solicitation. We recently submitted on the Tumwater Readiness Center for DES and the 20 page count actually meant 20 (8.5x11) sheets printed front and back for a total of 40 pages. Is that what is meant here for the Library Archives is the max 20 sheets of paper printed front and back for a total of 40 pages? **Maximum - 20 pages total single sheets.**
2. Are references required? The “Next Steps” section indicates that reference checks may be performed with Phase 1, but references are not listed in “Selection Criteria” or “Submittal Requirements” sections. **No, references are not required in Phase 1.**
3. Are resumes for key personnel required,
  - a. For the prime consultant? **Resumes are not required.**
  - b. For sub-consultants? **Resumes are not required.**
4. Please clarify if any or all of the following are excluded from the 20-page limit: **All are included in the 20 pages.**
  - a. Cover letter
  - b. Executive summary
  - c. Resumes of key personnel
  - d. SF 330 (Part II)
5. Is the executive summary synonymous with a cover letter, or are both desired? **Neither is required.**
6. Please clarify SOQ delivery method as referenced in “Submittal Requirements”:
  - a. Is the SOQ to be delivered as a PDF, duplicated on two flash drives? **Correct, we ask for two in case one ends up being corrupt.**
  - b. Shall the project number and title be clearly identified on “the front” of the flash drive or on “the front” of the PDF document (essentially the page that would be the cover if the SOQ were a hard copy print document)? **If possible to label the flash drive, that is very helpful.**
7. When will firms be notified that they have been shortlisted for the November 30<sup>th</sup> interviews? **The interviews will be the week of November 30, a concrete date has not yet been set. We will give the firms as much notice as possible. I anticipate that we will let firms know if they're short listed by November 19 at the latest.**